



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

**Re-posting-Previous Applicants need not re-apply**

<b>POSITION:</b>	<b>INFORMATION TECHNOLOGY LEGAL ADMINISTRATOR</b>
<b>DEPARTMENT:</b>	Senate Chief Counsel for Employment
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$62,398 - \$96,717</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>January 28, 2011</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>February 11, 2011</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.

**\* New \*** E-mail your submission to [resumes@sec.senate.gov](mailto:resumes@sec.senate.gov).  
**Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



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## INFORMATION TECHNOLOGY LEGAL ADMINISTRATOR

**Department:** Senate Chief Counsel for Employment Office

**Reports to:** Work is performed under the immediate supervision of the Legal Administrator

### NATURE OF WORK

This is a lead technical support position managing and maintaining the IT systems for the office of the Senate Chief Counsel for Employment (SCCE). Work includes, maintaining, updating, and administering the office's computer systems. Implements and manages the office's e-discovery system and litigation databases. Work is bound by federal statutes, court rules, Senate rules, and standard office procedures and protocol, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the immediate supervision of the Legal Administrator.

### ESSENTIAL FUNCTIONS

Ensures effective and efficient functioning of SCCE IT systems; manages and maintains SCCE LAN, servers, computers and peripheral equipment; evaluates memory and performance; ensures SCCE electronic data is backed-up and secure; researches, evaluates, installs and customizes hardware and software to meet SCCE and Secretary's IT requirements; analyzes, identifies and takes action to resolve software, hardware and LAN issues; troubleshoots design and software implementation problems; liaises with Information Technology personnel on issues relating to information technology and access to SAA-controlled servers; and coordinates with the Secretary of the Senate, the Sergeant At Arms personnel, and vendors in resolving computer and system issues. Works in conjunction with the Secretary's Information Systems department to ensure that all IT specifications adhere to the same guidelines.

Manages, monitors and maintains SCCE litigation support system and databases; coordinates with attorneys and paralegals to provide appropriate litigation support solutions; designs and creates litigation databases.

Advises attorneys and paralegals on legal and technical issues relating to information technology and electronic discovery; supervises and provides guidance to paralegals with respect to electronic litigation requirements; trains and assists attorneys and staff in the use of all software; drafts training manuals to assist users.

Designs and implements office's e-discovery procedures. Meets with employing offices

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



of Senators, committees, the Sergeant At Arms, and the Secretary of the Senate at pre-litigation and litigation stages for the purpose of creating and implementing a plan for the retention, collection, culling and production of electronically stored information in lawsuits involving those offices.

Meets with electronic discovery vendors on issues relating to legally-defensible retention, collection, culling and production of electronic material for litigation purposes, supervises vendors in implementation of e-discovery strategy, and monitors the market of electronic discovery vendors to ensure that SCCE is contracting with the most efficient, economical and effective providers.

Stays abreast of recent developments in information technology and the law to ensure that the SCCE, and Senate offices comply with legal requirements.

Stays abreast of IT security guidelines by participating in the Senate Security Awareness Training.

Assists SCCE attorneys in devising general e-discovery strategy and consults with SCCE attorneys and Senate offices regarding modifications to e-discovery strategy on a case-by-case basis; together with SCCE attorneys, consults with Senate offices to recommend best practices for information technology and electronic document retention and destruction policies.

Prepares for and attends court with SCCE attorneys; testifies in court and at administrative hearings on behalf of Senate offices on issues of data collection, storage, retrieval and production in the event of a challenge to search protocols in discovery process, in response to a motion for spoliation sanctions, and/or as an expert witness at trial to authenticate electronic material.

Implements procedures and systems to allow secure access to office's electronic data in the event of an emergency relocation of operations.

Collaborates with the Director of Information Systems on a project by project basis.

Develops and updates the Offices IT Security Plan on an on-going basis.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The work involves moderate physical activities including lifting and moving computer equipment and furniture, lifting up to 50 pounds and bending, stooping or reaching while



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performing hardware, installation, maintenance or system troubleshooting.

## **MINIMUM QUALIFICATIONS**

Work requires a Bachelor Degree in Information Technology or a related field and at least five years experience of electronic litigation support and IT support in a legal environment or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of federal and state statutes regarding litigation procedures.

Knowledge of functional capability and operational requirement of local area networks, various operating systems, and peripherals.

Knowledge of general legal software, document and case management systems, relational databases, and PC-based litigation support applications including imaging systems.

Experience working with documents management systems, Summation, and Microsoft Exchange server is preferred.

Knowledge of Continuity of Operations (COOP)

Ability to troubleshoot and solve problems in a timely and efficient manner.

Ability to maintain confidentiality and attorney-client privileges strictly and to professionally handle sensitive matters and materials.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to multitask, prioritize work, and meet deadlines.

Ability to work extended and unscheduled hours as dictated by caseload, filing deadlines, and electronic systems problems.

Ability to implement operational guidelines and procedures.

## **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.